

# **TWT Meeting Minutes**

**San Diego, CA**

**May 2-4, 2006**

**Members Present:** Logan Lee (Chair), Jim Glenn (BLM), Geoff Wilford (FIREScope), Jim Barnett (USFS), Craig Cook (BIA), Phyllis Krietz (USFA), Kevin Conn (FWS), Mike Kopitzke (Western States), Deb Epps (Advisor), Merrie Johnson (Advisor), Chad Fisher (NPS), Sue Curd (BLM), Kevin Conn (FWS), Larry Sutton (Leadership Committee)

**Members Not Present:** Don Johnson (Northeastern States), Ira Jolly (Southeastern States)

## **TUESDAY**

### **Liaison Report - Jim Barnett**

**Dispatch Committee** - 54 students just completed D-510 (Supervisory Dispatcher - EDSP). New drafts of D-310 (Support Dispatcher - EDSD) and D-110 (Dispatch Recorder - EDRC) are being prepared for field review. D-312 (Aircraft Dispatcher) is in the final edits process. Task Books for EDSP and Coordinator (CORD) have been rewritten and are waiting approval. The Committee is pursuing re-submission of D-510 to the IFPM Education Board to determine if it can be applied to Series 401 standards. It has already been turned down once.

**Rocky Mountain Area** - Attended their annual meeting and their primary concern was the use of NWCG Certificates by some vendors and Education Organizations that are not maintaining instructor and/or course standards. TWT has put a small group together headed by Jim Barnett to scope out the issue and prepare recommendations.

**Action Item:** Address the NWCG Certificate issue and draft language for the Field Manager's Course Guide regarding use of the certificates. Revise the certificate to include additional information that will assist in identifying the provider. (Barnett)

**Geographic Area Training Representatives** - They are still concerned about bottlenecks with S-420 and would like to talk about alternatives that would assist them in dealing with the training. They are still concerned that no national standard has been developed to collect tuition. TWT commented that this was probably an issue they will have to work on among themselves to solve. They are switching from their current standard database of Registrar to IQCS for the 2006/7 training season. They have indicated a nomination drop off from the fire agencies and other federal non-fire groups that have applied for training in the past.

**International Fire Training** - Spanish courses are still on track (S-130/190). The Washington Office of the Forest Service has been approached by several foreign governments to either present training in their country, coordinate some of their people

attending our courses or for us to provide field mentors or training reviews. This is probably happening to some degree to all of the fire agencies.

**Safety & Health Working Team** - They've reviewed their Safety Gram and are working toward an updated version. They've finalized their annual report and are working on their NWCG budget request but had submitted it before completing their strategic plan. The group attends a number of Safety and Health related meetings throughout the year and reported on those meeting. John Gould is heading up an effort to coordinate with Predictive Services the distribution of Safety Alerts. It is proposed they SAFENET in the future will separate their concerns into A, B, and C type categories that will trigger different sets of actions or responses.

**Ongoing Action Item:** Team will cc: Jim Barnett on any international training course requests they get.

**FIREScope** – The state of California adopted PMS 310-1 under the name of the California Incident Command Certification System (CICCS). The grandfathering period has ended and the full compliance path now has to be followed. This has resulted in an increased awareness and interest of the NWCG training system and how it relates to the all hazard environment that California operates in.

The SME's who wrote I-300 & I-400 propose to incorporate a standardized version of the "Planning P" into the curriculum. They would also like it added to PMS 410-1. The Planning P is proposed for use in all hazard training and there is a need for consistency between courses. The proposal is for NWCG (IOSWT) to adopt a Planning P that could be utilized for all hazard training including wildland fire.

**Decision: TWT agreed to the proposed incorporation of the Planning P into the PMS 410-1.**

**Action Item: Develop an issue paper for IOSWT proposing adaptation of the Planning P. (Wilford/Epps)**

**Action Item: Contact IOSWT/contact Vince Mazzier to give them a heads up that this issue is coming and that it is time sensitive. (Lee/Fisher)**

**Phyllis Krietz** – Training equivalency crosswalk. Moving towards implementation and working closely with Kelly Hawk.

USFA All Hazard IMT program has been delivered to eight states and also to 7 Urban Area Security Initiative Regions (UASI). (National Capital Region DC, Baltimore, San Diego, Sacramento, Seattle, Minneapolis, and Las Vegas).

ICS 300/400 (HO 1) – These courses are on schedule for state train the trainer administered training, they will take place this summer.

**Kevin Conn** – Training Specialist position (Vice Borzik) will be filled soon. Larry Wade is detailed into this position until July. Kevin will remain as the TWT representative until the position is filled.

**Chad Fisher** – There has been a glitch in the PMS 310-1 in relation to Firing Boss/Ignition Specialist 1 & 2 qualification requirements. The intent is to allow the development of qualifications through both wildland fire and prescribed fire experiences.

**Merrie Johnson** – Positions that will be advertised at NAFRI soon - Training Specialist, GS-1712-11/12 (firefighter retirement pending), Training Specialist GS-401-11/12 and Instructional Systems, GS-1750-11/12.

CDF has contacted NAFRI to assist in putting California Department of Forestry's Incident Management Team's through the Complex Incident Management Course (CIMC).

#### **Wildland Fire Education Technologies Workshop (HO 2)**

The goal of the workshop is to develop a plan to more fully integrate technology into the wildland fire curriculum. This includes, but is not limited to, Learning Management and Content Management Systems, web-conferencing, remote concurrent training, interagency access to agency-specific networks, and training management tools.

Jim Barnett, Deb Epps, Merrie Johnson, and Wendell Welch will be participants at this workshop.

**Mike Kopitzke** – Northern Rockies took a look at the funding of the Northern Training Center and will continue with their current protocols.

The PMS 310-1 revisions are being incorporated into IQS.

**Guests Tuesday PM: Tim Murphy, Deputy Director BLM (NWCG Liaison)**

**Tim Murphy**

**Some expectations that Tim shared from NWCG included:**

#### **Maintenance of Instructor Qualifications**

The issue of currency requirements was addressed. How do we continue to maintain robust cadres? NWCG is looking for the TWT to explore options. How do we capitalize on experience of retirees whether they maintain currency or not? How can we utilize their expertise in some other manner?

#### **NWCG Issues Identified**

NWCG, through their strategic planning, has defined that their role in establishing standards is core to NWCG mission. NWCG recognizes that communication with liaisons and working teams needs improvement to assure that standard establishment is met. We will have a continuous challenge to respond to future needs with less time and less money.

### **All Hazard**

NWCG believes that our mission is wildland fire specific with the need to support all hazard in a very narrow framework focusing on the skill sets provided for wildland fire. TWT focus on maintaining the integrity of the wildland fire training program by participating in all hazard development is appropriate under NWCG's new strategic plan. NWCG wants to make sure that TWT's involvement in all hazard cooperation strengthens the wildland fire position and does not detract from core wildland fire objectives.

### **Wildland Firefighter Refresher Training Budget Issue**

NWCG decisions on how to fund refresher training were not clear to TWT. Tim provided affirmation that funding for the refresher would be provided by NFAEB not through the TWT budget.

### **Wednesday**

**GATRs – Rich Caballero (Chair), Deborah Corner (NAFRI), Bob Cunningham (N. Rockies), Paul Fieldhouse (BIA N. Rockies), Art Torres (S. CA), Emily Erwin (SW Area) Frank Waterman (N. Rockies), Bob Bell (N. CA), Debra Burgos (R8, FS), Diana VanCurler (PNW), Kim Bang (Rockie Mtn. Area), Renee Beams (PNW), Gary Helming (Rockie Mtn. Area), Tony Doty (AK Fire Service), John Grosman (E. Area), Tim Murphy, Deputy Fire Director BLM-NIFC**

**The subjects that follow were generated by the GATR's for TWT consideration:**

(HO 3)

#### **IQCS**

Concerns with the nomination flow process. IQCS is working on a fix for it now. Should be ready and in test mode in the Northern Rockies and Great Basin by the end of May.

#### **L-480, Incident Management Team Leadership**

Three courses were delivered this past training season. Feedback on the course was very good. Course provides strategic leadership principles that are appropriate at this level. Anticipate that demand will rise and that funding sources will need to be developed i.e., L-380/381. Agency and Geographic Areas have different strategies to provide funding for the courses that appear to be meeting the short term needs.

It was recommended that we invite Agency Administrators to participate in course delivery in order to foster support.

#### **Course Audit (HO 4 Emailed)**

GATR's discussed their initial request for TWT to establish a national interagency standard for course audit. They pulled the request after determining that they wanted the flexibility to manage course attendance based on local needs and priorities.

### **Course Delivery and Design**

Specific concerns about courses were shared as well as the general concern that we might be inconsistently applying course numbering based on complexities of materials and teaching objectives. This general concern would be addressed with the strategic assessment of the curriculum that TWT is trying to undertake.

#### **S-290**

Is currently out for field review. A Fireline Assessment Method (FLAME) section was added to the course. The GATR's have a few concerns:

- Does this further complicate the fireline job at a low level?
- This stretches this course to 37.5 hours at the lowest level. Although modifications may occur, is this too long at this level.
- Is the complexity of the course at an appropriate level for the target group?

#### **S-490**

This course has been under revision for several years and completion of this course is badly needed. Most Geographic Areas will not present the "old" package any longer as it is seriously outdated. Concerns: This course is a very important link; well attended; and the GATR's requests that top priority be established in the completion of this course. Recommendations: Use the current version of BEHAVE and finish the revision.

Need to develop a new model for frequently changing (tech based) course components.

#### **M-581**

Is the complexity of the course at an appropriate level for the target group?

### **Effects of the Development of an All Hazard Qualifications System on NWCG Partner Agencies (HO 5 Emailed)**

In response to requirements within HSPD 5, the DHS's NIMS Integration Center "NIC" is in the process of establishing an integrated qualifications system. There is an expectation that since NWCG agencies are considered experts in Incident Management and that we should or will take on a large portion of the training development needs. Recently, the cities of Chicago and New Orleans requested similar training agreements but USFS does not have the resources to accept additional requests. The USFA however, does provide all-hazard incident management training to local, regional and state entities.

Although the USFS will continue to assist whenever they can, there are several reasons why the USFS and other NWCG wildland agency partners can take only a limited role in training delivery to agencies outside the NWCG umbrella.

NWCG wildland agencies have a responsibility to prioritize their training toward interagency wildland fire suppression personnel, not the all hazard community.

### **US Fire Administration (HO 6)**

Phyllis Krietz gave an overview of US Fire Administration (USFA). USFA is under the Preparedness Directorate of DHS and is no longer a part of FEMA. The main branches

within USFA are National Fire Programs (NFP), National Fire Academy (NFA), National Fire Data Center (NFDC) and Management and Operations and Support Services (MOSS).

USFA provides a unique partnership and ability to bridge between the wildland fire community and structural and all hazard communities. The needs for this partnership are best exemplified by the cost containment report and implementation plans, core competencies, position specific training, etc. USFA NFP works closely with NWCG on training, ICS and disaster response issues. Some of the partnerships that are currently under way include:

- Training Equivalency Project (TEP) which is a result of direction from NWCG, the task was to look at wildland fire training in comparison with structural fire training and identify the KSA's differences between fully qualified individuals. The next step in the partnership will facilitate the training that compliments the changing roles implementation plan.
- The TEP looked at individual wildland and structural positions and compared competencies. The NIC training standard is a competency based program.
- ICS Position Core Competencies were initiated through the NIMS Integration Center (NIC) and the All Hazard IMT. TWT is partnering to identify core competencies in position specific and technical position training. This will bring the NWCG curriculum into compliance with the NIC standard.
- ICS 100-400 curriculum USFA hosted an opportunity to pull all hazard SMEs including wildland fire together to identify common competencies and build courses to the same learning objectives. This provides a model for future course work within and outside of Command and General Staff.
- Training and simulation support ongoing partnerships with wildland fire programs.
- ESF-4 – USFA working with the Forest Service. Forest Service serves as the lead agency for the Emergency Support Function – 4 – Firefighting; USFA serves in a support role.
- All Hazard Incident Management Team Technical Assistance Program -IMT 3 teams that USFA is chartered to help establish Command and General Staff members and support personnel at the local level. Many of these individuals have roles and responsibilities in emergency response but have never served on an IMT. NWCG field units may expect to see some of these teams developed in the near future and a new demand for partnership as a result of their establishment.
- Position Task Books. USFA has developed a PTB program based on NWCG's and the ICS competency project. Certification will be done by state or other appropriate entity for all hazard response.

### **Interchangeable Training**

Recent revision of the NWCG "I" curriculum coincided with development of an "I" curriculum for the broader emergency management community. NWCG Development Unit and SME's participated in the development of common learning objectives and competencies. Once complete we will have courses from NWCG, USFA and EMI that have common learning opportunities. TWT has made the determination that, because of the joint learning objectives and a common development team, NWCG member agencies

should not have to go through an equivalency determination. Instead we have determined that these courses are interchangeable. Each response community has personalized the training to their audience and the goal is for each target audience to use that personalized training. If however any individual receives any one of the interchangeable courses they will be given credit in the qualifications system for having met course objective.

The definition of Interchangeable will go into the NWCG Glossary. GATRs expressed a concern that many within the community will not know to look in the Glossary or Field Managers Course Guide and requested this be documented in an issue paper.

**Action Item: Develop an issue paper that defines interchangeability. (Epps)**

### **Competency Conversion**

TWT is taking a proposal to NWCG next week to convert all the NWCG position task books to competency based in order to align with the NIC standards. When initiated task books were competency based but we failed to track the relationship between tasks and competencies; this effort will restore the integrity of the system. In addition the effort will establish the foundation to streamline the formal training program, reduce duplication between courses, assure all course work meets desired goals.

The proposal was shared with the GATR's who strongly supported the proposed strategy.

### **New Wildland Training Online Chat Community (HO 7)**

Check out the new wildland training community online chat line found on the lessons learned website: [www.lessonslearned.gov](http://www.lessonslearned.gov).

### **IMT Development (HO 8)**

In light of concerns about the relationships between, and objectives of, L-480, L580, S-420, S-520, S-620, the TWT is considering a holistic approach to IMT management team development. An effort would incorporate the findings of review efforts completed in the past few years. The TWT is working with NAFRI, Steering Committees and other WT's to identify the issues and implement short and long term solutions.

The following items are being considered for inclusion in the IMT Development Plan currently under development.

- More coordination with NAFRI course steering committees and the TWT will be established via the NAFRI liaison to the TWT.
- The S-520/620 Steering Committee is considering assuming responsibility for S-420 in the near future
- Strong consideration needs to be given to revise S-420 in such a way that lack of specific C&GS position candidates will not be an impediment to geographic areas ability to deliver the course.

**Action Item: TWT will recommend to IOSWT that the PMS 310-1 be amended to read, "L-380, L-381 or S-420" as a required training for Command and General Staff. (Fisher)**

- A critical assessment of competencies for positions that support a type three organization should be conducted to determine appropriate level of instruction for various incident management functions (transfer of command, WFSA development, etc.).
- A holistic look at the competencies for every wildland fire position is required. Training and PTB's will be modified to address competencies and reduce redundancy unless required for an increase in complexity of the competency.
- As the IMT Development Implementation is finalized, the L-580 and S-520 Steering Committees should work together to incorporate leadership principals consistent with the remaining Leadership curriculum into S-520/620.

### **NWCG Logo Use**

TWT has been informed that individuals are presenting course certificates with the NWCG logo for inclusion in a qualification system when the training has not met NWCG standards or been sponsored by an NWCG member agency.

A part of our response may be the need to enhance or standardize the NWCG certificate so that it identifies where the course was taken, lead instructor, start and end date of the course, etc. This will assist in the IQCS process as well.

**Decision: Pull a small workgroup together to validate the issue, assure there is a clear policy about who can use the logo and how qualifications can be obtained, as well as assess the need to modify the certificate template. If template needs modification they will provide a proposed format.**

**Action Item: Re-do NWCG certificate template so that they contain standard information. (Kopitzke, Bang, Barnett, Doty, CCook)**

**Action Item: Develop verbiage to go into the FMCG that defines who can use the NWCG logo on certificates. (Kopitzke, Bang, Barnett, Doty, CCook)**

### **Instructor Qualifications (HO 9)**

The instructor qualification issue was discussed. Clarified that there are two different types of contractor instructors, retiree instructors and instructors that contract crew companies are responsible to provide. TWT proposes to maintain the current instructor qualifications but address the issue of availability for assignments to assure contract crew training capacity.

PNW has worked on their contract standards and TWT is proposing a similar model which was supported by the GATRs.

### **Old Courses vs Revised Courses**

As course revisions become available in PMS field units have requested the opportunity to continue teaching the old course for some period of time to allow for a transition and to use up shelf stock.

**Decision: Once a new course has been published the old course can be taught for 6 months beyond that newly published course.**

**Action Item: Verbiage to clarify the use of outdated courses will be provided in the FMCG. (Epps)**

### **Competitive Sourcing**

The wildland fire training programs are being considered for study in preparation for competitive sourcing. There is still negotiation going on between DOI, USFS and the Administration on how the process will be carried out. Information was provided as a heads up that there may be some impact to field trainers by these activities.

### **S-290 Issue**

Had the opportunity to meet with Wayne Cook to improve understanding for the issues around the FLAME Unit in the revised S-290 course. It was clear that the GATR's and TWT did not have adequate information to make any decisions. The issue will be further discussed in netmeeting format.

**Action Item: Set up 2 sessions in netmeeting to view the new FLAME Unit. Invite GATRs/TWT)(1 hr). (Epps)**

**Action Item: Send list to GATRs of the test course and hand-off attendees. (Epps)**

**Action Item: Extend S-290 field review for 2 weeks; email GATRs with new date. (Epps)**

**Action Item: Make recommendation and bring back a response to the TWT on the new FLAME Unit. (Fisher)**

## **THURSDAY**

### **FMCG Errata Update (HO 10)**

Errata sheet #18

Errata sheet was discussed and was approved with minor edits.

### **Electronic Availability of Leadership Training Materials (HO 11)**

Leadership Committee wants to put portions of their course materials on the web in addition have them available thru PMS. TWT concurs as long as materials are available in both mediums, the cache and online, and there are no additional costs.

**Decision: Leadership Committee proposal to provide for electronic download of course materials was approved.**

In recognition that this creates a new source for NWCG training materials we expect that this effort will be a model for future requests. We believe it is important to identify any

needed sideboards. We will review the proposed sideboards in October. At a minimum TWT sponsored or accessed materials will be limited to official curriculum.

**Action Item: Develop protocol for other TWT PMS documents that may be requested to be available in the download format. (Epps/CCook/MJohnson)**

**Fire Environment Working Team (FENWT) (HO 12, 13)**

Initial discussions were held with FENWT about a proposal to shift management of the S-400 level fire behavior curriculum to FENWT.

Additional staff work needs were identified and will be completed between now and October meeting.

**Action Item: Further discussion on the 400 level fire behavior courses will occur on the June CC. (Team)**

**TWT Conference Call:**

June 14, 1 pm (MDT)

**October Agenda Items**

1. Define Role of the TWT in relation to budget and certification. (Epps/MJohnson)
2. Update Liaison List
3. PTB Review
4. TWT Vision
5. Review electronic posting protocols. (MJohnson, Epps, Craig)
6. Simulation brainstorming (MJohnson)

**Future Meetings:**

October 24-26, 2006 (Gettysburg, PA) (w/IOSWT )

December 12-14, 2006 (Memphis, TN)

February 27-March 1, 2007 (w/IOSWT)

May 1-3, 2007, Boise, ID (w/GATRs) (May 2008, Emmitsburg, MD)

**Handouts**

Tuesday –

1. ICS/NIMS Training Pyramid
2. Wildland Fire Education Technologies Workshop

Wednesday –

3. GATR Issues for TWT
4. Course Audit Procedures
5. Effects of the Development of an All Hazard Qualifications System on NWCG Partner Agencies
6. All Hazards Incident Management Team Technical Assistance Program
7. MyFireCommunity.Net Sponsored by Lessons Learned Center
8. IMT Implementation Plan Talking Points
9. Instructor Qualifications and Contractors

Thursday –

10. FMCG Errata Sheet #18
11. Executive Summary NWCG Training Material Available for WWW Download
12. Fire Behavior Assessment for Fireline Safety (Using FLAME, the Fireline Assessment Method)
13. Briefing Paper – Fire Weather/Danger/Behavior Curriculum Strategy

5/18/06